



Criteria 4.9 Prompt Response to official Correspondence

(Verifiable from relevant office record)

Official correspondences are made immediately possibly the same day. Online response /documents are sent the same day and offline correspondence/ letters are sent by hand or by post depending upon the nature of the correspondence.

117	No. HFW-SIN/Chop. Medical.	Red Ribbon Club (RBCS) Sensitization Workshop.
20/9/24	MS- Fin 2024 Officer.	on 20/9/2024
18.8.8-55		
118	Ms. EDA/GR. Principal.	Requesting purchase of 250 Redoxon tablets.
20/9/24	Shani-01/2024 Govt Degree	
20/9/24	-20/9/24/2024 College Shani	
17/9/24		
119	EDA-ME/2024. Dr. Harish Kumar	Requesting the donation of funds allocated in.
20/9/24	DA-20/9/24/2024 Padi D.M.E.C.	request of Higher Education Institution (HEI).
17/9/24	17/9/24 (C.S.S.S.)	
120	Ms. EDA/GR. Shani Shani.	Requesting the appropriation of funds in Govt office.
20/9/24	MS. (U) 25/9/24 Principal.	MS. Principal. Dr. H.S. ESR Management System
17/9/24	-17/9-24 Govt Degree College Principal Shani. H.S.E.C.	
121	Ms. EDA/ME/2024 Director of Higher Education to	
20/9/24	20/9/24-25 Education. H.P. Construction/Project work. Under General. Principal.	
17/9/24	(C.S.S.S.)	
122	Ms. EDA/ME/2024 Principal.	Publication.
20/9/24	20/9/24 (C.S.S.S.)	

डाक प्रेषण रजिस्टर

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क्रम सं० 1	पत्र की संख्या 2	पाने वाले का नाम/पदनाम 3		लगाये गये टिकटों का मूल्य 4	
		तारीख	02/01/2025	रुपये	पैसे
194-198	NO EDN-GDC Doolaghat (B-8) 2014	1. Sh. I. D. Sharma 2. Sh. Lata Devi 3. Sh. Prabhoo Doyal 4. Sh. Surender 5. M. S. Mangaraj Satartham	Office order of Earned leave taken during 2024		
199-202	- DO -	- DO -	Office order of HP leave taken during the year 2024		
203 24/01/2025	NO-EDN-GDC DLGCE -28/12/2010-	The Director of Higher Edu- cation, Himachal Pradesh. Regarding KPI (Key Performance Indicators) information thereof.	Bal 10=00, 3583		
204 29/01/2025	संस्कृत शिक्षा-राजकीय महाविद्यालय वाइलायत हैदराबाद-2014-	उपायुक्त सोलन/ इन्फार्मि सिपी लेखा समिति दिनांक 24/01/2024 से 28/01/2024 28-10-2024 तथा जिला शिक्षा, सिरमौर तथा सोलन का संश्लेषित प्रवाल कार्यक्रम	Through mail.		
205 03/02/2025	EDN-GDC-NR (E-05/17)	Submission of Information for Vikendash Budget Session	E-mail		
206 03/02/2025	EDN-GDC-Misc DM DHA (E-28) Supplying in	M/s Gayatri Suppliers Ghumman Distt Nalagarh	Supplying the Qualitation for Deluxe chair for Library		
207 03/02/2025	Audition for Delux chair	M.R. Scientifics & Engg. Works Gurdwara Chandigarh Distt			
208 03/02/2025	for Library	M/s Bhannu Vigyan Kendra Ghumman Distt Nalagarh H. R.			